

Instructions for Indiana Controlled Substances Registration (CSR)

Limited Permits:

[IC 35-48-3-2](#) Limited Permits for Entities Operating Animal Shelters
[856 IAC 2-7](#) Limited Permits.

Any humane society, animal control agency, or governmental entity operating an animal shelter or other animal impounding facility may apply to receive a limited permit only for the purpose of buying, possessing, and using:

- (1) sodium pentobarbital to euthanize injured, sick, homeless, or unwanted domestic pets and animals;
- (2) ketamine and ketamine products to anesthetize or immobilize fractious domestic pets and animals; and
- (3) a combination product containing tiletamine and zolazepam as an agent for the remote chemical capture of domestic pets or animals that otherwise cannot be restrained or captured.

The applicant shall submit the completed CSR application, \$50 application fee, and provide the following information:

- (1) Name and address of the facility;
- (2) Type of facility;
- (3) Documentation describing the ownership of the facility;
- (4) Information about the substances that the facility intends to administer, including types and quantities;
- (5) Written policies relating to storage, security, and procedures for access, handling, and administration of drugs.
- (6) Proof that the employees of the applicant who will handle a controlled substance are sufficiently trained to use and administer the controlled substance.
- (7) Proof that a licensed Indiana veterinarian holding a valid Indiana controlled substances registration and federal DEA registration has been retained to provide technical advice to the facility.

* [Application](#) (note: You will need to complete the Non-Practitioner section of the application. At present time, there is no check-off box for the limited permit; therefore, in the “Other” box, please write in “Limited Permit.”)

NOTICE: In compliance with IC 4-1-6, the Health Professions Bureau notifies all applicants that they must provide the requested information. **Without it, the application will not be processed.** Applicants have the right to challenge, correct or explain information maintained by the Health Professions Bureau. All information provided by applicants becomes public record.

All applicants for facilities must be reviewed by the Controlled Substances Advisory Committee before a permit can be issued. Note that if you have given a positive response to any of the questions pertaining to past disciplinary or legal action, you must supply additional information with your application as requested. Because of the frequency of the

Committee's meetings, please allow 5-7 weeks for processing of your application. An inspection of your facility will also be required. The Committee meets every other month, so please plan accordingly to allow sufficient time for processing.

Additional Information Pertaining to CSRs:

Drug Enforcement Administration: Non-practitioners may apply for the Drug Enforcement Administration (DEA) registration at the same time as the State CSR; please indicate "pending" where the DEA requests the State license number. ***The Bureau does not have DEA forms.*** For information regarding the DEA registration please contact the DEA Indianapolis Field Office at 575 North Pennsylvania Street, Indianapolis, IN 46204 or by telephone at (317) 226-7977.

Renewals: Renewal applications for CSRs are mailed 60 days prior to the expiration of the permit. If you do not receive your renewal application at that time, please call our office at (317) 234-2067 to request a duplicate application.

Address Change: You are required to notify the Health Professions Bureau of any address changes. Controlled substances registrations are issued for a particular purpose at a specified location. CSRs issued to a facility are non-transferable. Prior to the planned move, a facility must obtain and complete a new application for controlled substances registration. An inspection will also be required prior to storing, dispensing, or administering controlled substances at the facility. Those wishing to schedule an inspection can call at (317) 234-2067 for additional information.

Name Change: You may have the name changed on your records by submitting a the name change by mail to the Health Professions Bureau, 402 West Washington Street, Room W066, Indianapolis, Indiana 46204 or by fax at (317) 233-4236. Your letter should include the facility name as it is listed now, the new name, and the CSR number. This letter needs to be signed by a responsible party. If you want us to send you a new pocket card, please indicate in the letter that a new card is needed due to the name change.

For questions regarding your facility's controlled substance registration application, you may e-mail hpb4@hpb.IN.gov for additional information.